PHILIP MORRIS, U.S.A. INTEROFFICE CORRESPONDENCE
120 PARK AVENUE, NEW YORK, N.Y. 10017

TO: Zora Nobles **DATE:** May 12, 1987

FROM: B. J. O'Brien

SUBJECT: JOB REQUISITION

Attached is a job description for a Sales Planning analyst to report to Mike Murphy. This slot is currently budgeted. Please begin the process of grading the description and preparing a job requisition as soon as possible.

Also attached is a draft of the memo justifying the request to management.

Of course, we're available for questions/discussion.

BJO/jd

attachment

cc: R. Fusco
R. Mikulay
M. Murphy

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Source: https://www.industrydocuments.ucsf.edu/docs/ygxm0004